

10 OCT 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Developments Through 9 October 1959,  
in Planning for Cornerstone Ceremony

As of the end of the day, Friday, 9 October 1959, the following developments had come to my attention with respect to the planning for the Cornerstone Ceremony.

a. Guest List: [redacted] and his secretary had prepared and disseminated to the three Deputy Directors multiple copies of a proposed guest list. Additional names are to be suggested and comments made to [redacted] by Monday, 12 October. He is maintaining a master list of invitees by category and agency and also an individual card index arranged alphabetically. The Personnel Office has agreed to make available a number of people from the pool to assist in verifying names etc. and in addressing envelopes. [redacted] will report to [redacted]'s office on Monday, 12 October, and will serve as clerical supervisor of pool personnel. [redacted] are available from the pool on call (subject to approval of Security in connection with the incomplete clearance status). As soon as suggested names supplied by the various Agency components have been reviewed by [redacted] and incorporated in the master index, his files and the pool personnel will be transferred to the Building Planning Staff for carrying on the work of addressing the envelopes.

b. Mailing of Invitations. If it is desired that invitations be mailed three weeks in advance of the tentative date of November 11th., invitations should be mailed by Wednesday, 21 October 1959.

c. Engraving of Invitations. A rough draft invitations has been prepared within the Agency, and for comparison purposes a sample of the State Department's invitation to their Cornerstone Ceremony has been obtained. These will be taken to the Government Printing Office on Monday morning, 12 October, by Messrs. [redacted]. The purpose of this visit is to ascertain what service Government Printing Office can provide and what their time requirements may be. It may be possible to select paper stock to be used for the invitation and to obtain envelopes for immediate addressing. The State Department's invitation and envelope each displayed a seal. Apparently the State Department obtained envelopes from a local commercial source; [redacted] obtained envelopes from this source last week but they were later returned because of doubts as to their suitability; a refund of \$35.50 should be obtained.

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d. Protocol. Messrs. [REDACTED] called on Mr. Conger, Deputy Chief of Protocol, State Department, on Tuesday, 6 October. In a profitable one hour discussion a large number of specific suggestions were made by Mr. Conger in connection with various aspects of the ceremony. Mr. Conger has agreed to accompany Agency representatives on a trip to our Langley site on Friday, 16 October; [REDACTED] will pick up Mr. Conger at the State Department at 0900, and we have agreed to return him to his office by 1100. It is highly desirable that Agency officials who will be responsible for staging the Cornerstone Ceremony accompany Mr. Conger on this trip.

e. Advance Notice to Contractor. [REDACTED] obtained an assurance from Tompkins-Jones that they would be able to make necessary site preparations for the ceremony provided the Agency would notify them no later than Friday, 16 October that the proposed date of November 11 had been officially selected. The Contractor's present schedule contemplates that he will be working in the general area of the cornerstone in mid-November; this schedule will have to be modified if the ceremony actually is set for 11 November. There is a considerable amount of work to be done by the Contractor in grading spots in the roads, changing the elevation at the front of the building, cleaning up the area in front of the building and where chauffeur-driven cars of visitors would be parked, etc. It appears to be imperative that the Contractor receive a definite decision at the earliest possible date on whether or not the ceremony will be held on 11 November.

f. Control of Automobiles at the Ceremony. The Fairfax County police have agreed to be responsible for directing traffic on and near our property at the time of the ceremony. An Agency party, including Messrs. [REDACTED] (OL/BPS) [REDACTED] (Ch/Transportation Division/OL) and a representative from the Office of Security will inspect the site on Monday afternoon 12 October, with representatives of the Fairfax County police, primarily for the purpose of working out the best parking arrangements.

g. Transportation. [REDACTED] has agreed to make available Agency green buses for use shuttling visitors from parking spaces to the location of the ceremony. He has also indicated that Agency drivers and sedans can be made available, and if further planning indicates that the foregoing resources are inadequate, Agency vehicles can be supplemented by buses obtained either from DOD or D.C. Transit.

It is anticipated that the President and his party will drive up the Parkway, and their cars will be parked somewhere near the front of the building. Chauffeur-driven cars of other guests can probably be parked along the perimeter road near the front of the building; at this point the road is some 100-200 yards from the

cornerstone. Invited guests who drive themselves might possibly park in a reserved section of the South Parking lot nearest the building; since this is not within walking distance, consideration is being given to a special VIP bus or car shuttle service for these guests. Agency employees who attend would park in the South Parking area, and continuous shuttle bus transportation could be provided. Further study is required to determine the number of vehicles required.

The State Department provided automobiles to transport the three clergymen who participated in that ceremony; these guests were picked up at their residences and subsequently returned there.

STATINTL  
g. Road Map. Following the example of AEC, it is planned to include with the invitation a road map and reserved parking ticket for guests. [redacted] Cartographic Division, [redacted] called on [redacted] on 8 October to discuss preparing maps of (1) roads leading to the Langley site, and (2) the traffic pattern on the site. I understand that he will have tentative drawings prepared about 14 October.

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h. Equipment for the Ceremony. Some time ago the Park Service agreed to supply equipment for the ceremony, and Mr. [redacted] contacted the Park Service on Friday, 9 October, to advise that we were contemplating our ceremony on 11 November. The Park Service supplies most of the equipment for the speakers stand, bunting, rugs, stanchions and ropes, and chairs for guests, etc. The Park Service could supply portable toilet facilities.

i. Bulletin Board Display at Site. We learned that the State Department erected, as an added attraction in connection with their ceremony, a series of bulletin boards on which were displayed items of general interest in connection with the building. If such a display were considered desirable along with our ceremony, the following are some of the topics which might be considered for such a display:

- (1) A tribute to General Donovan, including his photograph and a brief textual description of his work;
- (2) A group of photographs of all of the DCIs since the CIA was established in 1949, including names and dates of tenure;
- (3) Pictures showing the new building under construction and as it will look upon completion;
- (4) A brief description of the role and history of CIA (something which could be read in no more than 1/2 to 1 minute);

(5) The Agency seal and a brief textual description of the meaning of its component parts;

(6) If permissible to link CIA with OSS, some items of historical significance could probably be selected.

j. Trowel and Other Ceremonial Equipment. As far as I know, no decision has been made on this aspect of the ceremony. The State Department borrowed a Masonic trowel which was a relic of George Washington; State also borrowed from the Smithsonian Institution a small desk used by Thomas Jefferson. The Contractor for State supplied a number of ordinary trowels for souvenirs. It appears that further planning on this aspect of the ceremony is required.

k. Miscellaneous. Nothing has come to my attention this week with respect to the following matters:

(1) Band arrangements. (I understand that General Cabell is obtaining the AirForce band.)

(2) Press, radio and TV coverage. (I am advised that State erected a separate stand for use of cameras.)

Further action is required with respect to the following matters (and probably with respect to others not mentioned below):

(3) Ushers: their selection; their specific duties.

(4) Section of seats for senior Agency personnel. Is this desired? How many seats?

(5) Arrangement of Sections of Seats. With the aid of Mr. Conger, State Department, it will be necessary to establish the precedence of the various groups of invited guests so that seating arrangements by sections can be devised.

(6) Should the Governor of Virginia sit on the platform? What does protocol require? If his presence is desired, ~~SECRET~~NTL ably a personal contact should be made in addition to a mailed invitation.

  
Assistant General Counsel

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